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**STATE OF DELAWARE**  
**BOARD OF NURSING HOME ADMINISTRATORS**

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|-------------------------|---|
| PUBLIC MEETING MINUTES: | <b>BOARD OF NURSING HOME ADMINISTRATORS</b>   |
| MEETING DATE AND TIME:  | <b>Tuesday, September 13, 2016 at 1:00 p.m.</b>   |
| PLACE:                  | <b>Division of Professional Regulation<br/>861 Silver Lake Blvd., Conference Room B<br/>Cannon Bldg., Dover, Delaware 19904</b> |
| MINUTES FOR APPROVAL:   | <b>January 10, 2017</b>   |

**MEMBERS PRESENT**

Michael Salitsky, President (arrived at 1:03 p.m.)  
Ray Quillen, Vice-President  
Jane Ketterman, Secretary  
Eleanor Allione  
Cecilia Jones  
Jenifer Vaughn  
Gwendolyn Benton

**MEMBERS ABSENT**

Timothy Bane

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Kevin Maloney, Deputy Attorney General  
Mary Melvin, Administrative Specialist II

**OTHERS PRESENT**

There were no others present.

**CALL TO ORDER**

Mr. Salitsky called the meeting to order at 1:14 p.m.

**REVIEW OF MINUTES**

A motion was made by Mr. Salitsky, seconded by Mr. Quillen, to approve the minutes from the May 10, 2016 meeting as presented. The motion carried unanimously.

**UNFINISHED BUSINESS**

### Review List of Crimes Substantially Related to the Board of Nursing Home Administrators

Mr. Maloney stated that he will have a draft of the proposed changes including notes of their classifications ready for the Board to review by the November meeting.

### Compliance to Final Order – J. Andrew Byrd, #29-02-15

Mr. Maloney reviewed a copy of the final order that the Board signed regarding Mr. Byrd. As part of the compliance to the final order, Mr. Byrd is required to provide the Board with quarterly status reports from his current employer. Mr. Maloney made note that the report was received about 2 ½ weeks late. Completion of 9 hours of continuing education including 3 hours in the subject area of financial management and 6 hours in ethics was also part of the compliance to the final order. There was no mention of these being completed. Ms. Witte was asked to contact Mr. Byrd for an update on this for the November meeting.

### Review of Audits

After a review of additional documentation submitted by Ms. Steffey, a motion was made by Mr. Salitsky, seconded by Mr. Quillen, to deny the request for hardship for the post-renewal audit as the request should have been made prior to the renewal period ending and the courses that she completed were not all acceptable for compliance to the post-renewal audit. The motion carried unanimously.

### **NEW BUSINESS**

#### Ratify Nursing Home Administrator Applications – Reciprocity

A motion was made by Mr. Salitsky, seconded by Ms. Kettermann, to approve the ratified applications of Theresa O'Connell, Domenic Borro, Patrick Picciocchio, Terry Hollinger and Warren Burke. The motion carried unanimously.

#### Review of AIT Progress Reports

After review, a motion was made by Mr. Quillen, seconded by Ms. Allione, to approve the progress report of Rawlida Goring and approve her to sit for the examination. The motion carried unanimously.

After review, a motion was made by Mr. Quillen, seconded by Mr. Salitsky, to approve the progress report of Timothy Yoder. The motion carried unanimously.

After review, a motion was made by Ms. Kettermann, seconded by Mr. Salitsky, to approve the progress report of Paul Taylor and approve him to sit for the examination. The motion carried unanimously.

After review, a motion was made by Ms. Kettermann, seconded by Mr. Salitsky, to approve the progress report of Bruce Martins and approve him to sit for the examination. The motion carried unanimously.

After review, a motion was made by Mr. Salitsky, seconded by Ms. Kettermann, to approve the progress report of Angela Bloodsworth and approve her to sit for the examination. The motion carried unanimously.

After review, a motion was made by Mr. Salitsky, seconded by Ms. Ketterman, to approve the progress report of Barnabus Kerkula. The motion carried unanimously.

A motion was made by Mr. Salitsky, seconded by Ms. Vaughn, to amend the agenda to add item IV. B. 7. The motion carried unanimously.

A motion was made by Mr. Salitsky, seconded by Mr. Quillen, to approve the progress report of William Brawders. The motion was carried by Ms. Allione, Ms. Jones, Ms. Vaughn and Ms. Benton. Ms. Ketterman recused herself.

#### Discussion on Rules 3.2 and 3.6

The Board reviewed Rule 3.0 as it is currently written and discussed adding a reference to Del. C. 5209 where there is a determination as to an administrator-in-training program being 6, 9 or 12 months in duration. There was also discussion on making clarifying changes to the current application.

#### Ratify Temporary Nursing Home Administrator Applications

A motion was made by Mr. Salitsky, seconded by Mr. Quillen, to approve the ratified temporary nursing home administrator application of Mary Ulmer-Marengo. The motion carried unanimously.

#### Review and Consider Recommendation of Chief Hearing Officer – James Hummer

After review, a motion was made by Mr. Salitsky, seconded by Ms. Jones, to accept the recommendation of the Chief Hearing Officer for James Hummer. The motion carried unanimously.

#### Review of Continuing Education Activities

After review, a motion was made by Mr. Salitsky, seconded by Ms. Jones, to approve the continuing education request from Primary Care Conferences titled "Geriatric Medicine for Primary Care" for 11 ceu's. The motion carried unanimously.

After review, a motion was made by Ms Allione, seconded by Mr. Salitsky, to approve the continuing education request from Delaware Health and Social Services titled "26<sup>th</sup> DHSS Nursing Leadership Conference" for 5 ceu's. The motion carried unanimously.

After review, a motion was made by Ms Ketterman, seconded by Mr. Salitsky, to approve the continuing education request from Delaware Association for Home & Community Care titled "A New Home Care Era: Fitting the Pieces Together" for 6 ceu's. The motion carried unanimously.

#### Review of Administrator-In-Training Applications

After review, a motion was made by Ms. Ketterman, seconded by Mr. Salitsky, to approve Jessica Bannon for a 6 month AIT. The motion carried unanimously.

#### **CORRESPONDENCE**

There was no correspondence.

**OTHER BUSINESS BEFORE THE BOARD**

There was no other business before the Board.

**PUBLIC COMMENT**

There was no public comment.

**NEXT MEETING**

The next meeting will be November 15, 2016 at 1:00 p.m. in Conference Room B.

**ADJOURNMENT**

There being no further business, a motion was made by Mr. Salitsky, seconded by Ms. Ketterman, to adjourn the meeting at 2:30 p.m. The motion carried unanimously.

Respectfully submitted,

*Jennifer L. Witte*

Administrative Specialist II